



Notice of Intent to Award

Solicitation Number	250238	Award Date	8/1/2022 3:48 PM CDT
Solicitation Title	COVID-19 After Action Report (AAR)		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov
BAO Rep	Christopher Wood	BAO Email	christopher.wood@nashville.gov

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	IEM, Inc.	Company Contact	Brian Hall		
Street Address	8550 United Plaza Blvd. Ste. #501				
City	Baton Rouge	State	LA	Zipcode	70809

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

MLL Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane
Purchasing Agent & Chief Procurement Officer

**RFQ# 250238 COVID-19 After Action Report (AAR)
Evaluation Committee Score Sheet**

Offeror	IEM, Inc.	Katmai Preparedness Solutions	The Olson Group, Ltd.	Tidal Basin Government Consulting LLC	Witt O'Brien's LLC
Contract Acceptance	Yes w/exceptions	Yes	Yes	Yes	Yes w/exceptions
Cost (30 Points)	30.00	28.19	19.14	23.41	17.64
Firm Qualifications (20 Points)	20.00	7.00	10.00	20.00	10.00
Reference Projects and Team Qualifications (20 Points)	20.00	5.00	10.00	20.00	15.00
Project Approach (30 Points)	30.00	10.00	30.00	30.00	20.00
Total Evaluation Scores	100.00	50.19	69.14	93.41	62.64

Evaluation Comments

IEM, Inc.
Strengths
Proposal demonstrated firm's qualifications to perform scope of work. Proposal demonstrated firm's ability to be considered subject matter experts. Proposal demonstrated firm's experience with public health after action report writing. Proposal demonstrated firm's experience working with Government and Municipalities. Firm is HSEEP certified. Proposal demonstrated firm's FEMA experience. Firm provided a detailed project approach plan for scope of work. Proposal demonstrated firm's clear understanding of scope of work. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
Weaknesses
None noted.

Katmai Preparedness Solutions

Strengths

Proposal demonstrated firm's experience in front line work. Firm's proposal demonstrated and provided other required information with the exception of the weaknesses noted below.

Weaknesses

Proposal failed to demonstrate firm's experience in the scope of work for this RFQ. Proposal's firm qualifications section lacked detail. Proposal demonstrated firm's energy management service experience, as opposed to scope of work for this RFQ. Proposal failed to demonstrate firm's capacity to perform scope of work. Proposal failed to demonstrate firm's proposed team experience for scope of work. Proposal failed to demonstrate firm's public health experience. Firm's proposed project approach lacked detail.

The Olson Group, Ltd.

Strengths

Proposal demonstrated firm's public health COVID response AAR experience. Proposal demonstrated firm's proposed team experience performing scope of work for this RFQ. Firm provided a detailed project approach plan for scope of work, to include monthly meetings. Proposal demonstrated firm's HSEEP experience. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Proposal was unclear and lacked detail for the use of surge support for firm qualifications. Proposal demonstrated firm's background for staffing, which limits Metro's ability to rely on a long term subject matter expert, or a dedicated person throughout the project. Reference projects provided lacked detail.

Tidal Basin Government Consulting LLC

Strengths

Proposal demonstrated firm's experience performing scope of work. Proposal demonstrated firm's years in the industry. Proposal demonstrated firm's capacity to perform scope of work for this RFQ. Proposal demonstrated firm's proposed team qualifications to perform scope of work for this RFQ. Proposed team includes 3 project managers, and 3 energy preparedness specialists. Proposal demonstrated firm's COVID-19 public health AAR and vaccination AAR experience. Firm provide a detailed comprehensive project approach, to include a detailed timeline for the scope of work for this RFQ. Reference projects were of similar size, scope and complexity. Proposal demonstrated firm's FEMA, CIT program and HSEEP experience. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

None noted.

Witt O'Brien's LLC

Strengths

Proposal demonstrated firm's AAR project experience. Proposal demonstrated firm's years of service providing staffing for AAR projects. Proposal demonstrated firm's experience working with infectious disease outbreaks outside of COVID. Proposal demonstrated firm's public health experience. Firm proposed to utilize a project manager with supervisor for the scope of work for this RFQ. Firm provided a detailed timeline for this project. Firm's proposal demonstrated and provided other required information with the exception of the weaknesses noted below.

Weaknesses

Proposal demonstrated firm's background for staffing, which limits Metro's ability to rely on a long term subject matter expert, or a dedicated person throughout the project. Proposal failed to demonstrate firm's experience for scope of work for this RFQ, direct experience was unclear. Proposal demonstrated firm's experience as project support, as opposed to project administrator. Provided reference projects lacked detail.

Enter Solicitation Title & Number Below		
COVID-19 After Action Report (AAR); RFQ 250238		
		30
Offeror's Name	Bids	RFP Cost Points
IEM, Inc.	\$70,466.00	30.00
Katmai Preparedness Solutions	\$75,000.00	28.19
Tidal Basin Government Consulting LLC	\$90,299.25	23.41
The Olson Group Ltd.	\$110,450.00	19.14
Witt O'Brien's LLC	\$119,850.00	17.64
No BAO programming applicable to this solicitation		

Certificate Of Completion

Envelope Id: F964699836C946D58CB67C160E009487	Status: Completed
Subject: Intent to Award - RFQ # 250238 for COVID-19 After Action Report (AAR)	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Christina Alexander
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	christina.alexander@nashville.gov
	IP Address: 170.190.198.190

Record Tracking

Status: Original 7/28/2022 3:37:48 PM	Holder: Christina Alexander christina.alexander@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 7/28/2022 3:39:04 PM Viewed: 8/1/2022 3:43:00 PM Signed: 8/1/2022 3:43:44 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 172.58.146.249 Signed using mobile	Sent: 8/1/2022 3:43:45 PM Viewed: 8/1/2022 3:47:55 PM Signed: 8/1/2022 3:48:03 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/28/2022 3:39:04 PM
Certified Delivered	Security Checked	8/1/2022 3:47:55 PM
Signing Complete	Security Checked	8/1/2022 3:48:03 PM
Completed	Security Checked	8/1/2022 3:48:03 PM

Payment Events	Status	Timestamps
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